



Department:	Police
Bargaining Unit:	HPOA
Salary Range:	Q49
Last Revision:	July 2002

POLICE SERVICES SUPERVISOR

DEFINITION

Under supervision to supervise, assign, review and participate in the work of staff responsible for providing police record keeping and parking enforcement within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Police Administrative Captain.

Exercise technical and functional supervision over clerical and parking enforcement staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Responsibilities and duties may include, but are not limited to, the following:

Supervise the work of the clerical and parking enforcement staff, including assignment of specific areas of responsibility.

Review all police reports submitted; check for accuracy of coding, warrant information, property listing, dates and status; follow up with officers on problems identified.

Plan, prioritize, assign, and review the work product of subordinate staff responsible for providing police record keeping and parking enforcement within the Police Department.

Assist in the implementation of goals and objectives; establish schedules and methods for providing police records services; implement policies and procedures.

Participate in the selection of clerical and parking enforcement staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline procedures.

Operate various office equipment, including a computer, fax machine, copy machine, printer and typewriter.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Using the above equipment, enter, records and file a wide variety of police records, reports and materials, including memos, letters, reports, complaints, citations, crime reports and traffic collision reports.

Prepare various reports on operations and activities; assemble, code, record and summarize a variety of police record data, including serious crime offenses, stolen vehicles, traffic collision reports and other crime reports.

Review requests for information and develop determinations as to its release in accordance with established regulations; provide general information regarding Department policies, procedures and regulations to the public.

Operate various computer programs, including word processing, spreadsheets, data bases and communications software to prepare various reports, records memos, letters and other material, both for internal and external distribution.

Review parking enforcement activity and citation logs; appear in court to present evidence for disputed citations.

Perform the full range of departmental records keeping duties as necessary.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic police records supervision practices and training principles.

Basic organization and functions of a municipal law enforcement agency.

Procedures, methods and techniques of police record keeping.

Pertinent Federal, State, and local laws, codes and regulations.

English usage, spelling, grammar and punctuation.

Procedures and techniques for dealing with the public in a tactful, but firm manner.

Modern office procedures, methods and computer equipment.

Knowledge of:

City parking ordinances and enforcement.

Methods and techniques of documenting public citations.

Skill to:

Operate various office equipment, including fax machine, copy machine, computer and printer.

Perform data entry at a speed necessary for successful job performance.

Ability to:

Supervise, organize and review the work of clerical and parking enforcement personnel.

Interpret and explain Police Department policies and procedures.

Perform general clerical work, including maintenance of police records and compiling information for reports.

Prepare clear and concise reports.

Train clerical staff in records keeping procedures and computer data entry.

Train parking enforcement staff in parking enforcement procedures.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

While not mandatory, it is highly desirable to be able to communicate effectively, both orally and in writing, in the Spanish language.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of responsible clerical experience, including one (1) year of police records work.

Training:

Equivalent to successful completion of the twelfth grade. (GED or High School Graduation) supplemented by specialized training in personnel supervision, and in the area of assignment.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver=s license.

Special Requirements

Ability to pass a records check fingerprinting.

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to sit, walk, stand, climb; expose to cold, heat, noise, outdoors; ability to travel to different sites.

Effective Date: July 2002